



ZONING & ANNEXATION APPLICATION

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

Please check one or both:

Zoning (or Re-zoning)

Annexation

PROPERTY INFORMATION

STREET ADDRESS: _____ SUBDIVISION NAME: _____

Lot & Block Number: _____ Survey & Abstract: _____

No. of Lots: _____ Acreage: _____ Current Zoning: _____ Proposed Zoning** : _____

Reason for Annexation or Zoning Change Request (attach additional pages as needed for the narrative): _____

Current Use(s): _____ Proposed Use(s): _____

Zoning change application to a PD or RMU zoning district requires the submittal of a concurrent Concept or Development Plan application

OWNER INFORMATION

Owner Name: _____ Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Email: _____

APPLICANT INFORMATION (IF OTHER THAN THE OWNER)

Agent/Representative Firm: _____ Main Contact: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Telephone: _____ Email: _____

I HEREBY CERTIFY THAT THIS APPLICATION IS IN CONFORMANCE WITH THE REQUIREMENTS OF THE CITY OF ENNIS UNIFIED DEVELOPMENT ORDINANCE, AS AMENDED, THAT PERTAIN TO THIS SUBMITTAL. I UNDERSTAND THAT IT IS MY RESPONSIBILITY TO HAVE THE APPLICANT, OWNER OR OTHER AUTHORIZED AGENT PRESENT AT THE PLANNING AND ZONING COMMISSION AND CITY COMMISSION MEETINGS. SHOULD AN AUTHORIZED PERSON NOT BE AT THE MEETING TO REPRESENT THE APPLICATION, I HEREBY REQUEST THAT CONSIDERATION OF THE ITEM BE CONTINUED TO A FUTURE DATE TO ALLOW AN AUTHORIZED PERSON THE OPPORTUNITY TO APPEAR AND PRESENT TESTIMONY. HOWEVER, I DO UNDERSTAND THAT THE CITY IS NOT OBLIGATED TO CONTINUE THIS REQUEST. I FURTHER UNDERSTAND THAT THIS REQUEST WILL BE PLACED ON THE APPROPRIATE PLANNING & ZONING COMMISSION AND CITY COMMISSION AGENDAS ONLY AFTER THE APPLICATION HAS BEEN DETERMINED TO BE COMPLETE. WHERE AN ANNEXATION OR ZONING REQUEST IS SUBMITTED CONCURRENTLY WITH A CONCEPT PLAN, DEVELOPMENT PLAN, OR PLAT APPLICATION AND THE ANNEXATION OR ZONING CHANGE IS REQUIRED PRIOR TO THE APPROVAL OF SUCH A PLAN OR PLAT APPLICATION, I HEREBY REQUEST THAT THESE ITEMS BE PROCESSED CONCURRENTLY ON THE SAME AGENDA.

I ALSO UNDERSTAND THAT FEES PAID ARE NOT REFUNDABLE. IN ADDITION, I ALSO UNDERSTAND THAT BY MY SIGNATURE BELOW, I HAVE MADE A DECLARATION THAT THE PROPERTY UNDER CONSIDERATION IS OWNED BY THE PERSON(S) AS LISTED AND UNDERSTAND THAT THE CITY OF ENNIS HAS NO RESPONSIBILITY TO VERIFY SAID OWNERSHIP INFORMATION. I ALSO UNDERSTAND THAT AN APPEAL OF DEVELOPMENT DECISIONS CAN BE MADE IN ACCORDANCE WITH THE UNIFIED DEVELOPMENT ORDINANCE.

Signature of Applicant, Owner, or Authorized Agent

DATE

FOR OFFICE USE ONLY

Application Number: _____ Initial Submission Date: _____

Completeness Determination Date: _____

SUBMITTAL REQUIREMENTS

Applications submitted without all the required documents will not be reviewed and will be returned to the applicant for revision. Please be sure that all required elements are included. If you have questions on any of these elements, please call the Planning and Development Department at (972) 875-6442.

Required Documents	
Zoning & Annexation Application	<input type="checkbox"/>
Application Fee(s) – payable to the City of Ennis	<input type="checkbox"/>
Proof of ownership: If not shown as current owner of record by the taxing authority, then provide a copy of the recently executed deed for the property establishing ownership (note: applicants acting as authorized agents may be required to provide a written owner signed and notarized statement of authorization)	<input type="checkbox"/>
Clear and legible metes and bounds description of the property from a Registered Professional Land Surveyor in MS Word format (printed copy and digital copy via drive/disc/email)	<input type="checkbox"/>
5 copies of 18" x 24" SCALED, blue or black line drawings of the "Annexation Plat", drawn by a Registered Professional Land Surveyor, which includes the exact acreage or area involved in the annexation, the metes & bounds description of the acreage or area to be annexed, the identity of the adjoining property owners, a North directional indicator, an "Area" inset map, and as-built survey information (such as property lines, easements, existing structures, etc.)	<input type="checkbox"/>
1 copy of the "Annexation Plat" in an 8.5" x 11" format (printed copy and digital copy in PDF format via drive/disc/email)	<input type="checkbox"/>
5 copies of 18" x 24" SCALED, blue or black line drawings of the "Zoning Exhibit", drawn by a Registered Professional Land Surveyor, showing current and proposed zoning, which includes the exact acreage or area involved in the zoning, the metes & bounds description of the acreage or area to be zoned, the identity of the adjoining property owners, a North directional indicator, an "Area" inset map, and as-built survey information (such as property lines, easements, existing structures, etc.)	<input type="checkbox"/>
1 copy of the "Zoning Exhibit" in an 8.5" x 11" format (printed copy and digital copy in PDF format via drive/disc/email)	<input type="checkbox"/>
2 copies of written narrative describing the use, operation, etc., and how the zoning change requests meets the purpose and intent of the zoning district being requested (printed copies and digital copy in PDF format via drive/disc/email)	<input type="checkbox"/>
3 copies of concept or development plan Exhibit – minimum size 18" X 24" and maximum size of 24" X36" (required for PD and RMU zoning district requests) (printed copies and digital copy in PDF format via drive/disc/email)	<input type="checkbox"/>